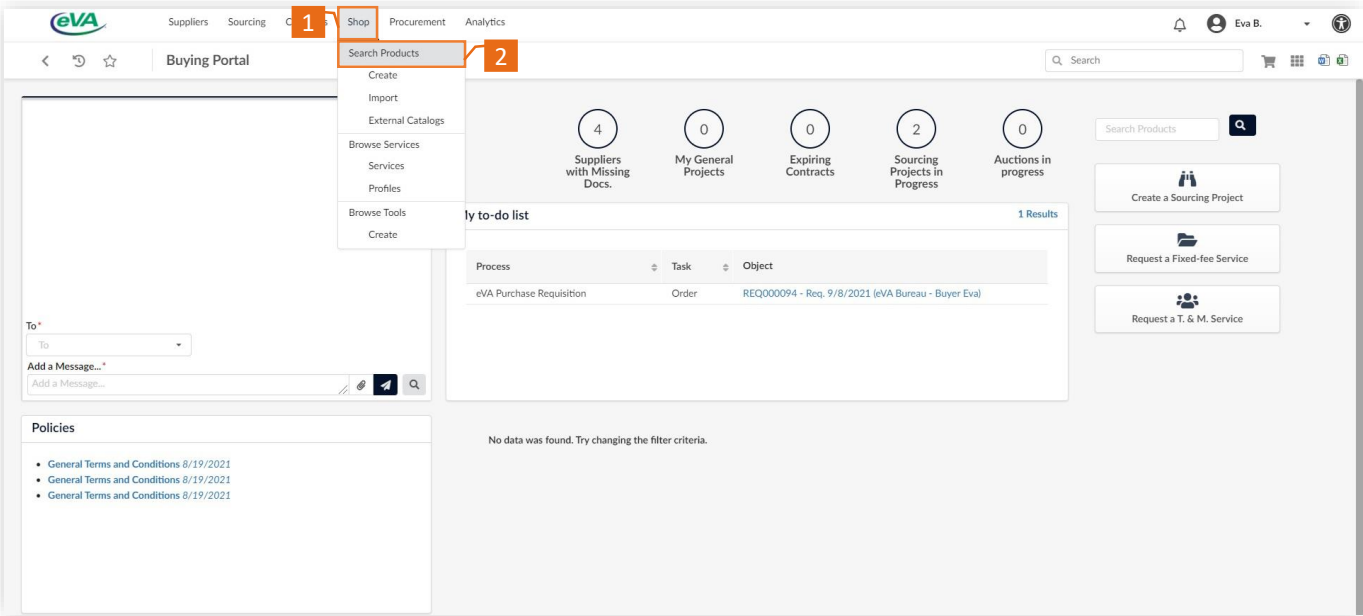


This Quick Reference Guide includes steps performed by an eVA buyer to shop punchout catalogs.

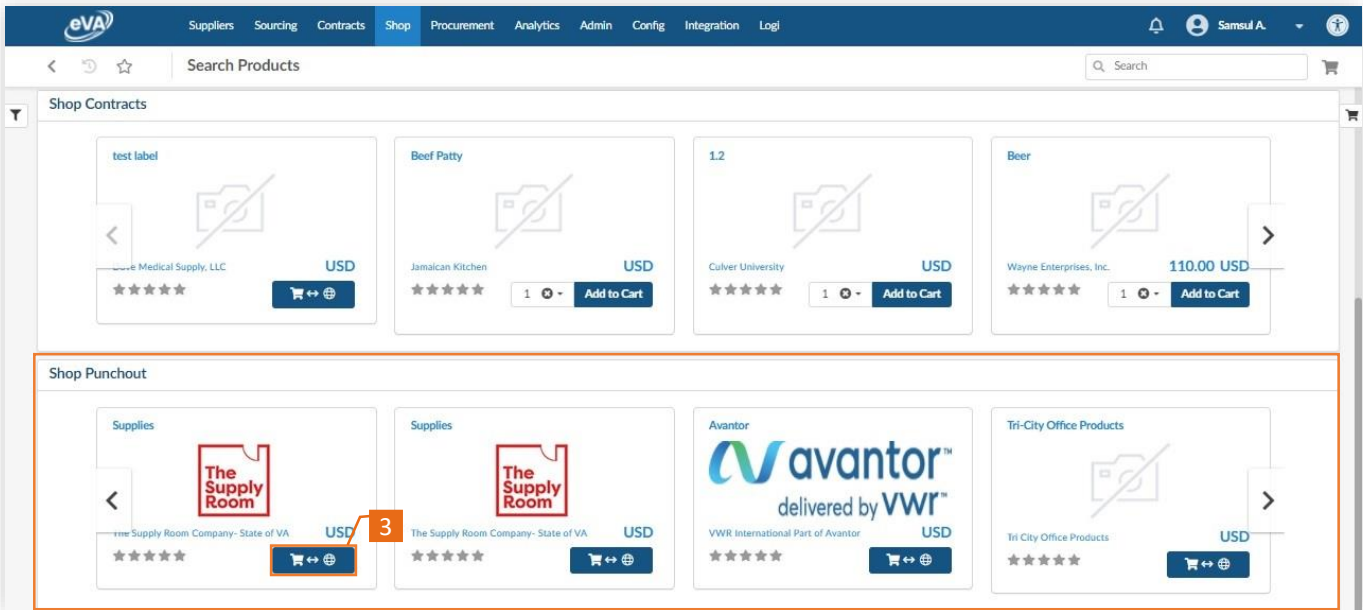
## A. Punchout Items: How to Shop

1. Select the **Shop** tab.
2. Select the **Search Products** option from the dropdown menu.




The **Shop Punchout** section displays the list of products that can be purchased.

3. Select the **cart-website** icon for the desired vendor website.



You will be navigated from eVA to the vendor website.


[Home](#) [Quick Order](#) [Ink And Toner](#) [My Accounts](#) [Live Chat Online](#)



Save money.  
Save the day.

Search

Advanced Search




0 items : \$0.00

Exit

Welcome back, TSRC State of VirginiaAcct: 444444-STATE OF VIRGINIA EVA

[Browse by Category](#) [Featured Items](#)

# Whatever your office needs, we'll save you.



Welcome to The Supply Room online ordering platform, which provides you with the best shopping cart experience. We are your full service, Virginia-based, small and woman-owned office products dealership.

**Effective February 1, 2022, The Supply Room Companies (TSRC) has been awarded Zones 97,98,99,102,103,104,105,106 for Office Supply Contract #: E194-89584.**


**Please refer to the Contract Summary for details.**

**CUSTOMER SERVICE:**  
(800) 849-7239 – TOLL-FREE  
(804) 412-1200 – LOCAL  
[customerservice@thesupplyroom.com](mailto:customerservice@thesupplyroom.com)

**TIDEWATER/NORFOLK/VA BEACH:**  
REGINA SHACKELFORD  
(757) 213-2017

4. Browse and select the desired product.


[Home](#) [Quick Order](#) [Ink And Toner](#) [My Accounts](#) [Live Chat Online](#)



Save money.  
Save the day.

Search

Advanced Search




0 items : \$0.00

Exit

Welcome back, TSRC State of VirginiaAcct: 444444-STATE OF VIRGINIA EVA

[Browse by Category](#) [Featured Items](#)

# Whatever your



Welcome to The Supply Room shopping cart experience. We are your full service, Virginia-based, small and woman-owned office products dealership.

**Effective February 1, 2022, The Supply Room Companies (TSRC) has been awarded Zones 97,98,99,102,103,104,105,106 for Office Supply Contract #: E194-89584.**

**Please refer to the Contract Summary for details.**

**CUSTOMER SERVICE:**  
(800) 849-7239 – TOLL-FREE  
(804) 412-1200 – LOCAL  
[customerservice@thesupplyroom.com](mailto:customerservice@thesupplyroom.com)

**TIDEWATER/NORFOLK/VA BEACH:**  
REGINA SHACKELFORD  
(757) 213-2017

chair

Office Chairs

Desk Chair

Boss Chair

Chairs

Folding Chairs

Office Chair

High Back Chair

Black Leather Chair

Chair

Chair Mat

5. Enter the desired quantity in the Qty field.
6. Select Add to Cart.

Welcome back, TSRC State of Virginia

Acct: 4444444-STATE OF VIRGINIA EVA

Browse by Category

Featured Items

Search These Results:

204 items found

Showing Items 1 to 12 of 204

Sort by Relevance

You've selected:

Keyword: Office Chairs

SEARCH BY CATEGORY

Folding/Stacking Chairs & Carts (97)

Miscellaneous (25)

Executive/High Back Chairs (21)

Educational Seating (15)

Task Chairs (14)

Reception, Side & Guest Chairs (13)

SEARCH BY BRAND

Jonti-Craft (97)

Boss (49)

Children's Factory (5)

Lorell (5)

Master Caster (4)

REFINE BY FEATURE

PRODUCT TYPE

Add to:

Items per page 12

DISCONTINUED

DISCONTINUED (HONVL103SB06)

This item has been discontinued. Please make an...

\$0.00 / Each

1

Add to Cart

BSXVL951ES10T

HON Active Task Chair | Armless | 360-Degree Pl...

\$517.96 / Each

5

Add to Cart

BSXVST141

HON Big and Tall Chair | Height-Adjustable Arms...

\$298.00 / Each

6

Add to Cart

HONVL28121VA10T

HON Contemporary Low-Back Task Chair | Swivel-T...

\$353.00 / Each

1

Add to Cart

7. Select Submit Cart.

The Supply Room

Save money. Save the day.

Enter keywords or item #

Search

Advanced Search

1 items : \$2,589.80

Submit Cart

Welcome back, TSRC State of Virginia

Acct: 4444444-STATE OF VIRGINIA EVA

Browse by Category

Featured Items

Shopping Cart

Print

Continue Shopping

Empty Cart

Item Total : \$2,589.80

Submit Cart

Expand All

Collapse All

Item #

Your Price

Quantity

Ext Price

Remove

BSXVL951ES10T

HON Active Task Chair | Armless | 360-Degree Pivot Motion | Black Mesh

\$517.96 / Each

5

\$2,589.80

Empty Cart

Continue Shopping

Item Total: \$2,589.80

Submit Cart

Expand All

Collapse All

About Us

Contact Us

Help

Privacy Policy

Accessibility Statement

Powered by ECI Software Solutions © 2006-2022 (v. 12.0.0)

You will be navigated back to eVA where you will finish creating the purchase requisition.

- 8. Select the **PO Category**.
- 9. Select the **Procurement Transaction Type**.
- 10. If applicable, add any additional information such as allocations, addresses, comments, etc.
- 11. Select **Submit for Approval**.

Suppliers

Sourcing

Contracts

Shop

Procurement

Analytics

Admin

Config

Integration

Logi

Requisition: REQ003683 - Req. 2

22 (Draft)

Search

Save

Submit for Approval

<< Back to Catalog

Reset Allocations

Create Solicitation

Other Actions

Name\*  
Req. 2/7/2022

Type\*  
Purchase

Requester\*  
Ali Samsul

Procurement Transaction Type\*  
Supplies - Non-Technology

Status  
Draft

Organization\*  
A002 - BSO Test6

PO Category\*  
R01 - Routine

Reference Number

PO for eVA Billing Reference

Open Requisition

Bypass Integration?

Ship to

Bill To

Ship to\*  
harlur road bagalore

harlur road bagalore  
Karnataka  
560068  
INDIA  
780-890-8907

Bill To\*  
Mike Ship to 11324 Westh

Mike Ship to  
11324 Westheimer Rd Houst  
Texas  
77077  
UNITED STATES

Comment

Items & Services

0 Selected

+ Add line

Copy Selected Lines

Delete Lines

Edit Lines

Set Allocations

#	Product Type	Order Item Reference	Item Description	Supplier	Order Qty	Order UOM	Price
3683-1	Product	BSXVL951ES10T	HON Active Task Chair   Armless   360-Degr...	(The Supply Room Company- State of VA) The Supply Room Company- State of VA	5.00	Ea.	517.96

1 Result(s)